



Position Title:	Camp Director - EXEMPT
Department:	<i>Programs</i>
Reports to:	Director of Programs
Location:	West Milford, NJ - ON SITE

JOB SUMMARY

Hands In 4 Youth Inc., established in 1924, has run for 98 years as a not-for-profit organization that provides year-round educational programs and seasonal summer camp for underserved youth. We are looking for a full-time Camp Director for its summer sleepaway and day camp programs located at its 250-acre facility, Camp Vacamas, in West Milford, NJ. HI4Y seeks to serve over 600 children aged 6 – 17, most of them from underserved urban communities throughout the NY/NJ region. Key components of this job are: Assisting in the design, delivery and evaluation of camp programs; ensuring the needs and interests of the camp's population are met and delivered in the best way possible; Interviewing, Hiring, Training and evaluating summer seasonal staff; Have a key role in ensuring that our families are given all information to maximize opportunities; working with the team to ensure all information is passed along and property and maintenance needs are properly communicated.

The Camp Director is the primary administrator for Camp Vacamas. They serve as the first point of contact for all staff before and during the camp season. The ideal candidate must be innovative, creative, flexible, able to receive constructive criticism and detail-oriented with excellent organizational skills. The position is available at HI4Y's Camp Vacamas location at 256 Macopin Road, West Milford, NJ.

MAJOR DUTIES & RESPONSIBILITIES

PROGRAM DEVELOPMENT & ADMINISTRATION

- Design, deliver and evaluate the summer camp program based on the target populations
- Keep up to date with all relevant information regarding youth development
- Use current program evaluation and metrics to adjust and ensure the best program quality
- Ensure camper & staff metrics surveys are completed
- Seek and analyze input from youth, families and staff regarding the quality, safety and enjoyment of the program and staff.
- Work collaboratively with internal and external groups to ensure the enhancement of the camp programs.
- Develop effective written program plans, including but not limited to staff evaluations, lesson plans and activity progression, etc.
- Ensure all staff paperwork and files undergo housekeeping policies and are given to the proper departments
- In conjunction with the Director of Operations, conduct an annual assessment of property and maintenance needs.
- Complete proper closedown of all summer operations and ensure all needs and issues are communicated to the Director of Operations
- Implement crisis and risk management procedures in accordance with ACA , local and state health policies

- Ensure HI4Y is compliant with all ACA and applicable governmental regulations

REPORTING

- Utilize information from multiple sources to create an array of real time reports.
- Provide weekly reports to the Senior Director of Programs of the current hired and potential staff for each of the various upcoming camp/programs
- Produce statistics from our different measurement tools to provide to our sponsors, team and board members. (ie. Domestic, International, Hiring Fair, Job Posting, etc.)
- Analyze data and trends of previous year's staff and recommend hiring strategy for the upcoming season
- Work as part of a team to help breakdown Metrics and understand what we did. Then move to improve what we can do better for all our participants across our programs.
- Complete weekly/monthly reports to reflect budget spends/needs, in accordance with agreed upon budget for said year
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CUSTOMER SERVICE/ OUTREACH

- Ensure front line professionalism at all times, and maintain a courteous and friendly disposition to all, on platforms of communication.
- Ability to answer and respond to a high volume of telephone calls and emails.
- Recruit staff based on camper enrollment and program management requirements
- Assist in recruiting and enrolling camp participants via CAMPMINDER
- Communicate with multiple staff applicants on a weekly/daily basis on the status of their application (ie. Missing paperwork, references not returned, incomplete forms, non-legible scans)
- Draft all written communication pertaining to staff hiring/recruitment (ie. Invite Back E-mails, Newsletters, mass emails, birthday cards, etc.)
- Develop and implement Outreach and Marketing plans to ensure we are growing our staffing pool
- Arrange and conduct outreach visits such as camp fairs, international hiring fairs, virtual meetings.
- Maintain positive relationships with current and prospective staff, agencies, school groups, organizations
- Ensure all marketing materials are up to date and relevant including staff handbooks, camp descriptions, staff slide shows and presentations

ADMINISTRATIVE DUTIES

- Administrative skills including but not limited to uploading files, copying, scanning, mailing, organizing files and supplies, organization and upkeep of office facilities
- Document & maintain all staff disciplinary procedures
- Reviewing and answering inquiries on all applicable email inboxes daily
- Adaptability and technical mindset to embrace new software including but not limited to camper databases, task management, lead generation
- Computer literacy with great understanding and working knowledge of:
 - Microsoft Office suite (Word, Excel, Publisher, PowerPoint)
 - Google G suite (Gmail, Drive, Meet, Calendar, Sheets, Docs, Forms)
 - Adobe Acrobat
- Other programs the are not mandatory but would be helpful
 - CampMinder (GREAT ADVANTAGE)
 - Adobe Photoshop
 - Canva
 - Newsletter software



- Blog software
- Ability to convey camp policies to staff with accuracy and good judgment
- Maturity to understand and comprehend sensitivities around family situations and confidential information
- Recognize family/ camper needs and when to refer to higher personnel

STAFF MANAGEMENT [HIRING /TRAINING/ SUPERVISION]

- Hire appropriate staff in accordance with program needs.
- Ensure all hiring paperwork is complete and compliant
- Develop seasonal staff training for all staff including new and returning staff
- Create and implement the staff evaluation process to ensure the proper development of youth workers
- Keep up to date with youth development field and attend trainings throughout the year
- Lead staff meetings and professional development training sessions as required
- Supervise all manager level staff for the summer team
- Oversee the management of the food service area
- Oversee the health center and their implementation of the health care plan.

EVENT COORDINATION

- Open Houses
 - Coordinate and confirm staff that will assist with the event (registration, tours)
 - Create activities for campers to do and routes for viewing tours
 - Ensure all spaces are accessible and ready to be shown
 - Assist with registration and recruitment to camper families
- New Camper Day
 - Solidify date with Registration office
 - Create a detailed plan to ensure all families will be able to tour the property as well as have their questions answered
 - Ensure the sufficient number of staff is available

OTHER DUTIES

- All duties listed above are primary to this position, and are the jobs your performance will be measured. As part of working in an agency our size, please understand alongside all of the above listed you will be asked and expected to perform other duties and tasks not in the scope of this job description, as deemed necessary by the Senior Management Team.

DO YOU HAVE WHAT IT TAKES TO BE AN EMPLOYEE OF HI4Y?

- Do you conduct yourself professionally whilst representing the agency with vendors, customers, donors, staff, parents, children, and anyone else with whom you come into contact in your role?
- Can you live and work simultaneously allowing yourself to check emails and voicemails daily: Follow up with parents, agencies, directors, peers and reports to ensure you are not holding your colleague's peers and team members up?
- Do you like working in a job that feels like a community and something bigger than yourself?
- Do you understand working for a non-profit may mean different hours at different times?

- Do you like a daily routine that is anything BUT routine, with a range of tasks around a large site?
- Are you sick of being watched over your shoulder; do you want a little freedom of creativity in 300 acres of nature?
- Are you looking to find a job that increases your skill and happiness level as well as creates opportunities for growth in your field?

IF YOU ANSWERED YES TO THOSE QUESTIONS THIS COULD BE THE JOB FOR YOU

REQUIREMENTS

- Minimum 25 years of age
- 5 years of experience in managerial or supervisory experience in a residential camp or youth advocacy setting, with at least 2 years in a leadership capacity
- Bachelor's Degree in social work, education, psychology, youth-development, non-profit management or 4 years equivalent experience in those areas
- Must meet all American Camp association (ACA) standards for the Director position. Knowledge of ACA guidelines and mandates required.
- Proficient communicator (written & verbal), decision maker, problem solver
- Cooperative and Collaborative demeanor, willingness to work as part of a team
- Displays good character, high level of integrity, accountability, adaptability, confidentiality
- Ability to lift 50 pounds without assistance (Event Set Up & Take Down)
- Bilingual – Spanish/English a bonus
- Valid driver's license and good driving record (must be able to drive camp vehicle for occasional errands)
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JOB TYPE: FULL-TIME EXEMPT

SALARY: SALARY DISCLOSED WITH AGREED UPON BENEFITS PACKAGE INCLUDING HOUSING